



Index Computers

Professional Computer Services

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Course Outline

Publisher 2010

Level 2

Basic Design Options

Publication Setup
Custom Colors
Building Blocks
The Graphics Manager Pane

Typography

Styles and Font Schemes
Graphics in Typography
Precise Spacing Control
Symbols and Special Characters

Long Publications

Sections
Bookmarks

PRICE: \$200, including manual

Mail Merge

Form Letters
Data Source for Recipient Lists
Filtering Records
Catalog Merge

Interactive Forms

Editing Web Forms
List Boxes
Checkboxes and Option Buttons
Modifying Form Properties
Form Settings

Web Site Publishing

Adding Elements to a Web Site
Adding Alternative Text for Pictures
Adding Hyperlinks
Navigation Bars
Finalizing and Publishing a Site
Entering Information for Search Engines
Web Site Publishing